

SOUTHERN CONNECTICUT STATE UNIVERSITY
501 Crescent Street
New Haven, CT 06515

SECRETARY 2

PLEASE FOLLOW THE SPECIFIC APPLICATION INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Location:	School of Arts & Sciences
Job Title:	Secretary 2
Hours:	40 hours per week – 9:00a.m. – 5:30 p.m. Monday – Friday
Salary:	CL – 16 - \$42,755.00 - \$55,910.00
Closing Date:	August 7, 2012
Search# C12-001	Position# 54906

Eligibility Requirement: Candidates must have applied for and passed the Secretary 2 exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer.

Example of Duties: The person selected for this position will be responsible for the full range of secretarial duties including greeting and directing visitors, answering/screening telephone calls; proofreading documents for accuracy, creating and maintaining office filing systems; processing departmental memos and reports; maintaining an inventory of supplies and equipment and other related duties as required.

General Knowledge: Must possess good knowledge of office and systems procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; knowledge of department's/unit's policies and procedures; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which may include word processors; computer terminals or other automated equipment; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor)

Minimum Qualifications: Considerable knowledge of office administration and management; considerable knowledge of proper punctuation and spelling, considerable knowledge of business communications, some knowledge of business math.

Experience and Training:

General Experience: Three (3) years' experience above the routine clerk level in office support or secretarial work.

Special Experience: One (1) year of the General Experience must have been as a Secretary 1 or its equivalent.

Substitution Allowed: College training in the secretarial sciences may be substituted for the general experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

NOTE: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

APPLICATION INSTRUCTIONS: Prospective candidates who meet the above requirements should submit a cover letter, a completed State Application Form (CT- HR-12 available at www.das.ct.gov/HR/Forms) and contact information of two (2) current professional references. State employees must include a copy of your two (2) most recent performance appraisals to:

Jacqueline D. Patton
Human Resources Administrator
Southern Connecticut State University
501 Crescent Street
New Haven, CT 06515
Fax (203) 392-5571

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities